

TOWN OF GRANBY
BOARD OF FINANCE
15 North Granby Road
Granby, CT 06035

The Granby Board of Finance will hold a regular meeting on Monday, August 23, 2021 at 7:30 p.m. at the Police Department Community Room.

AGENDA

BUSINESS

1. Approve Minutes from Previous Meeting
2. Statement of Accounts
3. Consideration of Fiscal Year 2020-21 Transfer of Accounts
4. Consideration of Additional Appropriation from Parks & Recreation Fund for the Purchase of Chairs
5. Consideration of Institute of Museum and Library Services (IMLS) Grant Budget Amendment
6. Consideration of Additional Appropriation from Communication Fund for Purchase of Town Phone System
7. Confirm Date of Next Meeting
8. Adjournment

Distribution: Town Clerk, BOE, BOF, BOS, Town Manager, Town Treasurer, Recording Secretary, Director of Finance, Supt. of Schools, BOE Bus. Mgr., Library, Press

**TOWN OF GRANBY
BOARD OF FINANCE
MEETING MINUTES
July 26, 2021**

PRESENT: Michael Guarco, Chairman; Kelly Rome, Vice Chairman; William Kennedy; Frederick Moffa, O.D.; Alfred G. Wilke; James Tsaptsinos

OTHERS PRESENT: William F. Smith, Jr., Town Manager; Kimi Cheng, Director of Finance; Anna Robbins, BOE Business Manager

CALL TO ORDER:

The Board of Finance Meeting was called to order by Chairman Michael Guarco at 7:32 p.m.

MINUTES:

The Board reviewed the meeting minutes of June 21, 2021.

ON A MOTION by A. Wilke, seconded by J. Tsaptsinos, the Board voted (6-0-0) to approve the meeting minutes of June 21, 2021 as written.

STATEMENT OF ACCOUNTS:

A. Municipal

Director of Finance Kimi Ching reported highlights of the June 2021 Statement of Accounts.

General Fund:

- Revenue is done but there are still some year-end adjustments to be made.
- \$1.6M in revenues over-budget.
- The BOE side doesn't reflect year-end. The estimated balance is close to \$200,000.
- Open Farm Day shows zero in revenue because the event was cancelled as a result of COVID-19.

The COVID relief money is not reflected in the Statement of Accounts. Another \$1.7M will come in June of 2022.

Expenses:

- Some departments show a negative balance due to salaries budgeted under Contingency in FY21. A budget adjustment will be done to correct this.

B. Board of Education

Anna Robbins, BOE Business Manager, reported on the June 2021 Statement of Accounts stating it has not yet been finalized due to Special Education. She is confident it will be at \$200,000.

OTHER BUSINESS

A. Consideration of Additional Appropriation from Parks & Recreation Fund for the Small Playground at Salmon Brook Park

Town Manager Bill Smith noted there was a \$5,000 overage on the playground equipment due to delays. The money for the appropriation will come from the Park & Recreation Fund balance and a delay could result in a higher cost.

ON A MOTION by K. Rome, seconded by A. Wilke, the Board voted unanimously (6-0-0) to authorize an additional appropriation of \$5,000 from the Recreation Fund Balance to fund the additional cost for the Salmon Brook Park small playground.

B. Preliminary General Fund Estimate for Fiscal Year 2020-21

Chairman Guarco commended the boards for their work in spending wisely. It is a healthy place to be and puts the Town in a good place for the new fiscal year.

C. ARPA Grant Update Fund

K. Cheng reported she has been getting information regarding the American Rescue Plan Act (ARPA). The total amount available is \$3.4M, of which half (\$1.7M) was distributed June 2021 and the remainder next year. There are many stipulations and the information is not always clear. She identified some areas where the money could possibly be used:

- Public Health – premium pay for police and ambulance
- Counseling for Senior Center participants
- Reimbursement for Park & Recreation revenue loss due to the programs/events cancelled last year. The losses would need to be identified.
- Internet broadband infrastructure for “underserved” communities. There are limits regarding what it can be used for.

The first reporting deadline is October 31st. There are not guidelines for reporting.

A. Robbins reported \$516,000 has been allocated for BOE and they have to apply for it. There is \$103,000 available for “learning loss” (anyone not in school). It could be used for tutors, as well as tutoring software. More custodians will be needed as a result of the additional lunch waves added in order to accommodate three feet between students. There is also an allocation for nursing services, as well as a Special Ed component in order to add virtual learning for some students. She noted bus monitors will not be used again and although the old section at Wells Road School needs an HVAC system, there isn’t enough money allocated for that.

Ms. Robbins stated the money for BOE is structured a little differently in that their funds must be used by September 2024 and they only get one amount.

DATE OF NEXT MEETING:

The next Board of Finance meeting is scheduled for Monday, August 23, 2021 at 7:30 p.m.

ADJOURNMENT:

ON A MOTION by F. Moffa, seconded by A. Wilke, the Board voted unanimously (6-0-0) to adjourn the meeting at 8:08 p.m.

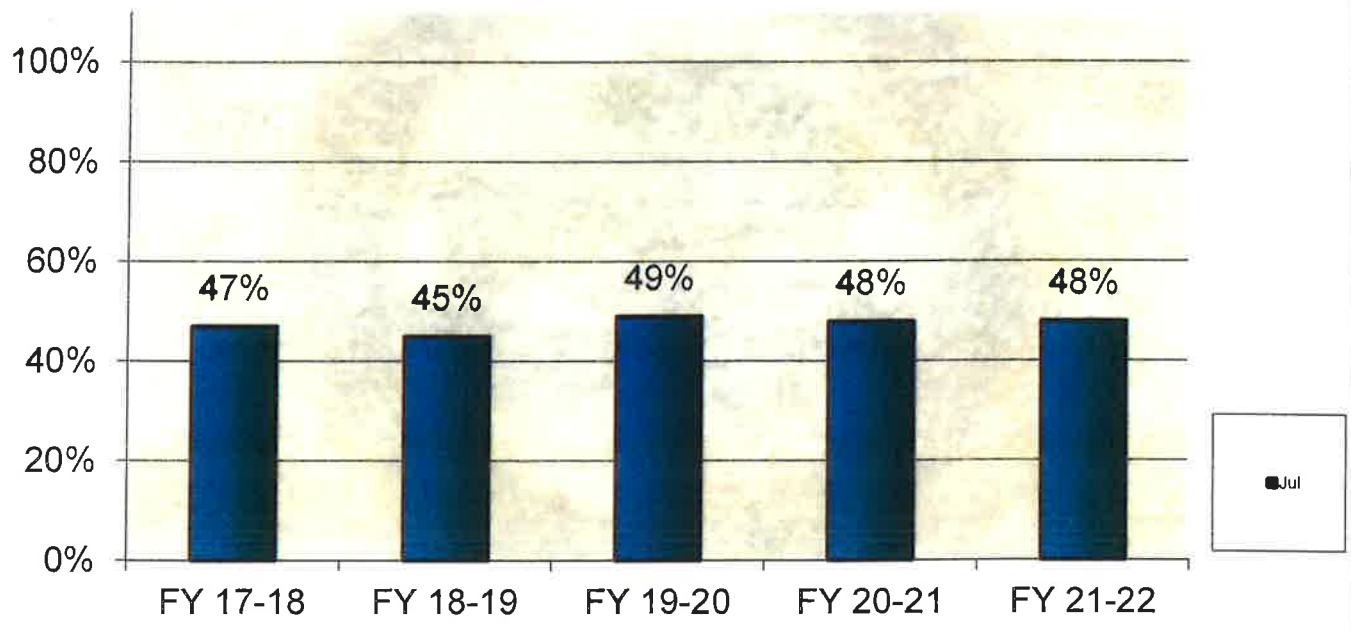
Respectfully submitted,


Kathy Kane
Recording Secretary



**BUDGET OPERATIONS
JULY 2021**

CURRENT YEAR TAX COLLECTION DATA



**TOWN OF GRANBY
BUDGET OPERATIONS SUMMARY
JULY 2021**

DESCRIPTION	ADJUSTED BUDGET	REVENUE RECEIVED	BAL DUE {EXCESS}	% REC'D	REMARKS
41010 Current Year Taxes	39,514,514	18,932,796	20,581,718	48%	Pymts. Due - July & Jan.
41020 Prior Years Taxes	210,000	55,359	154,641	26%	
41040 Interest & Liens	130,000	13,383	116,617	10%	
41060 Auto Supplement	360,000	0	360,000	0%	Billed - December
Property Taxes	40,214,514	19,001,538	21,212,976	47%	
43170 Spec Ed / Excess	491,779	0	491,779	0%	Pymts. Due - Feb. 75% - June Bal.
43200 Educ Cost Sharing	5,278,314	0	5,278,314	0%	Pymts. Due - Oct. 25% - Jan. 25% - Apr. Bal.
43590 Tuition - Other Towns	1,070,721	0	1,070,721	0%	School Bills for Activity
State Education Total	6,840,814	0	6,840,814	0%	
43110 Veterans Exempt GT	3,300	0	3,300	0%	By Assessor Appl. In Aug but receive Pymt. In Dec.
43120 Misc - State	35,332	78	35,255	0%	Pymt. Due - June
43130 Telecommunications	14,000	0	14,000	0%	Pymt. Due - April
43310 State Owned Property	1,061	0	1,061	0%	Pymt. Due Oct.
43320 SS Dist Tax Relief	1,500	0	1,500	0%	Pymt. Due - Dec.
43340 E911 PSAP Grant	33,873	0	33,873	0%	Will not receive because East Granby opted out
State Municipal Total	89,066	78	88,989	0%	
Intergovernmental Revenue	6,929,880	78	6,929,803	0%	
43615 Town Clerk Fees	200,000	42,409	157,591	21%	Statutory Collections
43620 Planning & Zoning	5,450	304	5,146	6%	Application Permit Fees
43630 Zoning Bd of Appeals	481	0	481	0%	Application Permit Fees
43640 Building Permits	150,000	6,381	143,619	4%	Building Permit Fees
43660 Inland Wetlands	1,200	0	1,200	0%	Permit/Appl. Fees
43670 Short Term Investments	65,000	5,790	59,210	9%	
43680 Rents	26,600	1,800	24,800	7%	Drummer, Freshies, School Rental
43690 Sale Maps & Ordinances	275	0	275	0%	
43700 Snow Plow & Grading	7,600	0	7,600	0%	Private Roads
43710 Photocopying	300	15	286	5%	
43715 Open Farm Day	2,500	0	2,500	0%	

**TOWN OF GRANBY
BUDGET OPERATIONS SUMMARY
JULY 2021**

DESCRIPTION	ADJUSTED BUDGET	REVENUE RECEIVED	BAL DUE {EXCESS}	% REC'D	REMARKS
43740 Dispatch Services	16,580	0	16,580	0%	Police Bill For Dispatch Services
43745 Hay Rentals	14,000	600	13,400	4%	Haying - \$10,000
43760 Library	3,000	373	2,627	12%	Book Fines, Trust Investment
43770 Contract - Bldg. Inspection	10,100	0	10,100	0%	Bldg. Dept. Bills Qtrly For Services
43790 Driveway Permits	350	30	320	9%	New Const. Activity
43800 Police Photo/Lic/Permits	12,500	480	12,021	4%	
43840 Returned Check Fee	100	0	100	0%	
43990 Pay For Participation	53,966	0	53,966	0%	Received from BOE
46038 Miscellaneous	35,000	1,258	33,742	4%	
Local Departmental Revenues Total	605,002	59,439	545,563	10%	
43980 CNEF Fund	0	0	0	#DIV/0!	
43950 Transfer-in Fund Bal.	2,963,814	0	2,963,814	0%	
43955 Additional Appropriations	0	0	0	#DIV/0!	
Transfers In Total	2,963,814	0	2,963,814	0%	
Local Dept. Rev. & Transfer In Total	3,568,816	59,439	3,509,377	2%	
General Fund Revenues	50,713,210	19,061,055	31,652,155	38%	

**TOWN OF GRANBY
BUDGET OPERATIONS SUMMARY
JULY 2021**

ACCT. #	DESCRIPTION	ADJUSTED BUDGET	EXPENSED	ENCUMBERED	UNENCUMBERED ALLOTMENT	% EXP.	REMARKS
1001	General Administration	344,153	20,042	222,770	101,341	71%	
1003	Legal Services	25,000	0	0	25,000	0%	
1005	Fringe Benefits	2,815,806	457,048	61,879	2,296,879	18%	Payment to Health Fund in Aug
1007	Town Clerk Operations	161,121	14,103	129,559	17,459	89%	
1009	Probate	4,882	0	0	4,882	0%	
1011	Contingency & Reserve	218,200	0	24,380	193,820	11%	
1013	Election Services	48,839	2,012	12,330	34,497	29%	
1015	Boards, Reg. Prog. & Staff Dev.	70,934	36,895	5,955	28,084	60%	
1017	Revenue Collections	134,238	17,983	93,599	22,655	83%	
1019	Property Assessment	195,109	24,848	144,932	25,329	87%	
1021	Finance Management	331,281	38,506	181,366	111,409	66%	
1023	Insurance	367,799	88,323	221,630	57,846	84%	
1031	Community Development	120,764	16,397	99,546	4,821	96%	
	General Government	4,838,126	716,157	1,197,945	2,924,023	40%	
2001	Building Inspection	154,149	14,138	135,154	4,857	97%	
2003	Fire Prevention	351,151	80,490	264,203	6,458	98%	
2005	Emergency Management	8,720	0	0	8,720	0%	
2007	Health Services	171,555	103,830	67,725	0	100%	
2009	Police Dept Administration	361,750	41,349	304,657	15,744	96%	
2011	Police Oper. & Communications	1,873,155	145,296	1,250,859	477,000	75%	
	Pers. & Prop. Protection	2,920,480	385,103	2,022,597	512,780	82%	
3001	Public Works Administration	203,738	20,113	178,423	5,202	97%	
3003	General & Equipment Maint.	1,386,108	65,070	900,525	420,513	70%	
3005	Solid Waste & Recycling	938,100	2,753	872,816	62,531	93%	
3011	Planning & Engineering	34,383	0	0	34,383	0%	
3013	Infrastructure Maintenance	686,444	37,996	441,003	207,445	70%	
	Public Works & Env.	3,248,773	125,932	2,392,767	730,074	78%	

**TOWN OF GRANBY
BUDGET OPERATIONS SUMMARY
JULY 2021**

ACCT. #	DESCRIPTION	ADJUSTED BUDGET	EXPENSED	ENCUMBERED	UNENCUMBERED ALLOTMENT	% EXP.	REMARKS
4001	Library Services	583,309	75,094	408,704	99,512	83%	
4003	Social-Senior-Youth-Services	343,907	17,789	208,185	117,933	66%	
4005	Recreation Administration	97,489	10,968	87,743	-1,222	101%	
4009	Community Support	3,000	0	0	3,000	0%	
	Lib., Rec., & Soc. Services	1,027,705	103,851	704,632	219,222	79%	
6001	Capital Improvement	1,850,000	0	0	1,850,000	0%	
7001	Debt Service	1,644,620	48,192	0	1,596,429	3%	Payable in August and February
	Capital & Debt Service	3,494,620	48,192	0	3,446,429	1%	
	Town Section	15,529,704	1,379,234	6,317,942	7,832,528	50%	
8001	Board of Education	33,183,506	1,489,280	0	31,694,226	4%	
	Board of Education	33,183,506	1,489,280	0	31,694,226	4%	
9001	Transfer to OPEB Trust Fund	2,000,000	0	0	2,000,000	0%	
	Transfer	2,000,000	0	0	2,000,000	0%	
	General Fund Expenses	50,713,210	2,868,515	6,317,942	41,526,753	18%	

TOWN OF GRANBY

MEMORANDUM

DATE: August 23, 2021

TO: Board of Finance

FROM: William F. Smith, Town Manager



REGARDING: BUSINESS – 3

Consideration of Fiscal Year 2020-21 Transfer of Accounts

Background

The Town budgeted personnel increases under the Contingency Department in the Fiscal Year 2020-21 Adopted Budget as all union contracts were being negotiated. The following table identifies the transfer of accounts based on the approved and signed union contracts. Since IBPO is still in negotiations, the potential increases will be transferred to a liability account.

Transfer From:			Transfer To:		
Contingency	Payroll Regular	88,405.00	Administration	Payroll Regular	11,150.00
Contingency	Payroll Temp/PT	1,475.00	Town Clerk	Payroll Regular	385.00
			Town Clerk	Payroll Temp/PT	135.00
			Revenue Collections	Payroll Regular	1,975.00
			Property Assessment	Payroll Regular	5,285.00
			PD Administration	Payroll Regular	8,560.00
			PW Administration	Payroll Regular	1,880.00
			PW Maintenance	Payroll Regular	3,530.00
			PW Maintenance	Payroll Temp/PT	1,340.00
			Library	Payroll Regular	9,110.00
			Social/Senior/Youth Services	Payroll Regular	2,950.00
			Recreation Admin.	Payroll Regular	1,580.00
			IBPO Contract	Wage Settlement	42,000.00
Total:		89,880.00	Total:		89,880.00

Additionally, we will require the following transfer due to changes to working practices caused by the pandemic.

Transfer From		Transfer To		Comment
Contingency	\$19,700	Administration-IT Operations	\$19,700	For IT Services (total spent \$44,663, but budgeted \$25,000)

At its August 2, 2021 meeting, the Board of Selectmen commented favorably upon this request. Pursuant to section 10-6(e) of the Granby Town Charter, I am forwarding the request to the Board for your consideration.

PROPOSED MOTION: THE BOARD OF FINANCE AUTHORIZES THE TRANSFER OF FUNDS IN THE AMOUNT OF \$89,880.00 AND \$19,700 FROM THE CONTINGENCY DEPARTMENT TO VARIOUS DEPARTMENTS LISTED IN THE ABOVE TABLES FOR FISCAL YEAR 2020-21 ADOPTED BUDGET.

Enclosure: TOF #2021-017

WFS/kc

pc: Kimi Cheng, Director of Finance

TOWN OF GRANBY

The following information is required prior to approval of any Board of Finance Appropriation or Transfer:

Agency Requesting Action (Attach Motion): Board of Selectmen X
Board of Education

Date of Requesting Agency's Action: August 2, 2021

Type of Action Requested (Check One): Additional Appropriation
Transfer of Funds X
Budget Amendment

Date of Request: August 23, 2021

Fiscal Year: 2020-21

Amount of Request: \$109,580.00

Purpose of Request (Explain briefly or attach narrative):

End of year transfer of accounts to cover personnel and IT expenses.

<u>Transfer From:</u>	<u>Transfer To:</u>
001.10.10.1011.51401 Contingency & Reserve – Payroll Regular \$108,105.00	001.???.???.????5140? Various Departments. – Payroll Regular or Payroll Temp/PT \$47,880.00
001.10.10.1011.51402 Contingency & Reserve – Payroll Temp/PT \$1,475.00	001.00.00.0000.22390 Wage Settlement \$42,000.00
	001.10.10.1001.54410 IT Operations \$19,700.00

Certification: This is to certify that there is available an unappropriated and unencumbered fund balance to meet the above appropriation request(s). For the General Fund, the total appropriations for the Fiscal Year do not exceed 1-1/2% of the current levy [Charter Sec. 10-6 (e)].

Town Manager/Date

Date of Board of Selectmen Comment Action: August 2, 2021 Approved: YES X NO

Date of Board of Finance Resolution Action: August 23, 2021 Approved: YES NO

cc: Director of Finance & Town Treasurer

TOWN OF GRANBY

MEMORANDUM

DATE: August 23, 2021

TO: Board of Finance

FROM: William F. Smith Jr., Town Manager 

REGARDING: BUSINESS – 4

Consideration of Additional Appropriation from Parks & Recreation Fund for the Purchase of Chairs

Background

Due to social distancing requirements and the attendance limits for indoor events at Holcomb Farm, the Recreation Department had to use the current indoor chairs outside. Upcoming events would still likely require outdoor as well as indoor seating. The current chairs have seen significant wear and tear from being outside and many need to be replaced and/or used outdoors permanently.

Next Steps

Since we did not anticipate this purchase, it was not budgeted in the Fiscal Year 2021-22 adopted budget. Accordingly, I am requesting an additional appropriation from the Recreation Fund Balance in the amount of \$10,500.00 to fund the purchase. There are sufficient funds in the Recreation Fund to cover this appropriation.

At its August 2, 2021 meeting, the Board of Selectmen commented favorably upon this request. Pursuant to section 10-6(e) of the Granby Town Charter, I am forwarding the request to the Board for your consideration.

PROPOSED MOTION: THE BOARD OF FINANCE AUTHORIZES AN ADDITIONAL APPROPRIATION OF \$10,500.00 FROM THE RECREATION FUND BALANCE TO FUND THE PURCHASE OF CHAIRS FOR HOLCOMB FARM.

Enclosure: Appropriation #2022-002

WFS/kc

pc: Kimi Cheng, Director of Finance

TOWN OF GRANBY

MEMORANDUM

DATE: August 23, 2021

TO: Board of Finance

FROM: William F. Smith Jr., Town Manager

REGARDING: **BUSINESS – 5**

Consideration of Institute of Museum and Library Services (IMLS) Grant Budget Amendment

Background

To achieve the American Rescue Plan Act's purposes with respect to the Institute of Museum and Library Services (IMLS) Grants to States, the CT State Library invited all Public Libraries in CT to apply for funding that would address specific IMLS high priority spending categories within their individual libraries/communities.

In May 2021, the Director of Library Services applied for the maximum amount allowed for our community, \$16,994. In June 2021, she was informed that we have been awarded the full amount. We have since received the funds delivered through our Automated Clearing House (ACH) account. This grant requires no matching funds from the Town of Granby.

This funding must be spent over the next few months to comply with the grant requirements. Spending will be used to support some of the necessary changes to the Library furniture, layout, and disinfecting equipment so that we can move forward into an updated post-pandemic service model. As the Library's daily visitor counts continue to rise, we're reminded that the Library is truly a community hub, so being able to create distinct, well-spaced areas for people to sit, provide comfortable, yet washable furniture for people to enjoy, and develop adjustable "zones" for us to use for programming (that will allow patrons to spread out) will only make the space more attractive and comfortable for all users. Ideally, these funds will be in addition to some of the larger physical plant changes presently in discussion, moving the whole Library System toward a healthier, more current user experience.

Next Step

Since the grant will increase the GPL-Misc. Improvements expenditure line item in the Capital Equipment/Improvement Fund, which was not budgeted in the Fiscal Year 2021-22 adopted budget, a budget amendment is required according to the Town Charter. The grant reimbursement will increase the Miscellaneous Revenue and GPL-Misc. Improvements line items by \$16,994 in Capital Equipment/Improvement Fund.

At its August 2, 2021 meeting, the Board of Selectmen commented favorably upon this request. Pursuant to section 10-6(e) of the Granby Town Charter, I am forwarding the request to the Board for your consideration.

PROPOSED MOTION: THE BOARD OF FINANCE APPROVES INCREASES OF THE MISC. REVENUE AND GPL-MISC. IMPROVEMENTS LINE ITEMS IN CAPITAL EQUIPMENT/IMPROVEMENT FUND BY \$16,994; AND FORWARDS THIS REQUEST TO THE BOARD OF FINANCE TO APPROVE.

Enclosure: BA #2022-003

WFS/kc

pc: Kimi Cheng, Director of Finance

TOWN OF GRANBY

MEMORANDUM

DATE: August 23, 2021

TO: Board of Finance

FROM: William F. Smith Jr., Town Manager 

REGARDING: **BUSINESS – 6**

Consideration of Additional Appropriation from Communications Fund for Purchase of Town Phone System

Background

The Town phone system has been in place for over 20 years and has been repaired many times. In addition, the system is also in non-conformance with the law, mainly due to its inability to identify emergency call locations. Further breakdowns may well create a system shut-down for days or even weeks. At my request, the Town IT consultant reviewed system needs and looked into possible upgrades.

Next Step

Presently, the Board of Education is upgrading their phone system. It would be beneficial and cost effective to coordinate the upgrade with them and replace our antiquated system. This would save money by merging with them on a VoIP system. In addition, if we act soon, we may obtain a number of VOIP Avaya phones to replace our NEC at a favorable price.

The present estimated cost to upgrade will be approximately \$55,000. These funds are available in the Town Communications Fund. This fund presently has \$144,748 and if approved, a balance of \$89,748 would remain.

At its August 16, 2021 meeting, the Board of Selectmen commented favorably upon this request. Pursuant to section 10-6(e) of the Granby Town Charter, I am forwarding the request to the Board for your consideration.

PROPOSED MOTION: THE BOARD OF FINANCE AUTHORIZES AN ADDITIONAL APPROPRIATION OF \$55,000 FROM THE COMMUNICATIONS FUND FOR UPGRADING TOWN PHONE SYSTEM.

Enclosure: Appropriation #2022-004

WFS/kc

pc: Kimi Cheng, Director of Finance

